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Oklahoma City, OK 73103
(405) 546-3820

July 2nd, 2021

Mr. Jeffrey Temple
Director of Parks and Recreation
City of Lawton
1405 SW 11th Street

Lawton, OK 73501

Dear Mr. Temple:

Halff Associates, Inc. is pleased to present the following proposed scope to the City of Lawton to provide planning services for a **Lake Lawtonka and Lake Ellsworth Master Plan**.

We propose the following "Scope of Work" services as described in Exhibit A and a proposed fee schedule in Exhibit B.

We appreciate the opportunity to submit our proposal on this project. Please feel free to contact me at 405-546-3817 or at nClair@halff.com if you have any questions or comments regarding the proposal.

Sincerely,

A handwritten signature in blue ink that reads "Nate L. Clair".

Nate L. Clair, PLA, ASLA
Dir. of Landscape Architecture
HALFF ASSOCIATES, INC.

EXHIBIT 'A'

SCOPE OF SERVICES

City of Lawton Lake Lawtonka & Lake Ellsworth Master Plan

Halff Associates Inc. (Halff) shall provide planning services to the City of Lawton (City) that result in a Lake Lawtonka & Lake Ellsworth Master Plan (Project). This plan will establish a vision for the development of future parks, recreation, trails, lakes and open space priorities over the next 20 years.

Interaction between Halff and City staff will take place either by means of face-to-face meetings or by means of video or teleconference meetings. The number of these meetings is defined per individual task.

The Halff team will be made up of Halff Associates, Inc. and Dean Runyan Associates (Planning Team).

1.00 PROJECT ADMINISTRATION

1.01 PROJECT MANAGEMENT

The Halff Project Manager will coordinate internal and sub-consultant team members; maintain the project schedule; and be available for phone or email discussions to address client needs. At the beginning of the project, Halff will set up biweekly conference calls to coordinate schedule and discuss any issues that may arise. Halff will also provide monthly project update memos (including schedule revisions, status of deliverables, and outstanding needs) via e-mail to the client.

Product: Monthly project update memos delivered via e-mail.

Items Provided by City of Lawton: Participation in bi-weekly conference calls.

1.02 PROJECT INITIATION MEETING

Halff will arrange a meeting in Lawton with appropriate City staff as designated by the City. Key Planning Team members from Halff and participating firms will attend. This meeting will accomplish several pre-planning objectives:

- A. **Orientation:** The City and the primary Halff team will become familiar with the project team structure and organization and arrive at a complete understanding of the roles and responsibilities of all project participants.
- B. **Review of Key Issues:** Key issues to be addressed during the course of the work will be reviewed with staff and team members.
- C. **Schedule:** Review contract schedule and establish key milestone dates.
- D. **Information Exchange:** Discuss documentation needs and receive information as

available. Halff will provide a list of required information in advance of this meeting.

Product: Halff shall prepare meeting agenda, initial exhibits to aid discussion, a list of needed informational items and data, and meeting notes.

Total number of meetings: One in-person (1) meeting.

Items Provided by City of Lawton: City shall recommend staff to attend, place of meeting, and provide data as required to begin planning process.

1.03 LAKE FACILITY TOUR

As a follow-up to the kick-off meeting, Halff together with staff will tour Lake Lawtonka and Lakes Ellsworth to gain a thorough understanding of issues as identified by the City.

Product: Halff shall apply information and understanding gained in follow-up tasks.

Total number of meetings: One (01) day tour of the lake facilities.

Items Provided by City of Lawton: The City shall arrange for a vehicle and serve as guide for the duration of the city tour. Prior to the tour, the City shall complete the inventory template as prepared by Halff.

2.00 PROJECT UNDERSTANDING

2.01 SITE INVESTIGATION & BASE MAP PREPARATION

Halff will identify opportunities and constraints for Lake Lawtonka (+/- 2,325 ac. lake AND +/- 19.2-mile shoreline area) and Lake Ellsworth (+/- 5,600 ac. lake AND +/- 53.5-mile shoreline area). As part of the process, Halff will:

- A. Compile digital information identified during data gathering exercises into a base map for use during planning and charrette activities. This base map will illustrate information such as locations of streets; topography; drainage ways, water courses, conservation pool, parcels available for development, wildlife or Environmentally Sensitive Areas (ESA).
- B. Initiate and coordinate site investigation studies related to the topography of the site, hydrology / drainage; utilities; vegetation areas, land use/zoning; and concept plan impacts. The impacts and opportunities that result from these studies will be documented for use in the conceptual development plan.
- C. Analyze transportation and pedestrian access issues involving the project site and identify impacts and improvements required to existing and proposed transportation systems that will allow the project area to function as desired.
- D. Analyze water, sanitary sewer and hydrology issues involving the project area and identify the impacts and improvements necessary as a result of those studies.

- E. Prepare a Site Analysis map and summary that graphically illustrates the existing man-made and natural systems and conditions on the project site and depicts the obstacles and opportunities available.

Products: One (1) Base Map for the overall Lake Lawtonka area, One (1) Base Map for the overall Lake Ellsworth area

Total number of meetings: None

Items Provided by City of Lawton: Review and comment as appropriate.

2.02 REVIEW RELEVANT STUDIES

For background and information purposes, Halff shall review other past or ongoing efforts that may influence the city's Parks Master Plan. This will include, but is not limited to:

- Land Use or Comprehensive Plan;
- Trail/Bike Master Plan;
- Thoroughfare Plan;
- Floodplain Management Plan and/or Ordinance;
- Individual Park Development Master Plans;
- Previous Facility Plans/Feasibility Studies;
- Regional plans;
- Other specific studies.

Product: Halff shall review past studies and reports, as provided by the City.

Number of meetings: None.

Items Provided by City of Lawton: City shall provide one electronic copy and/or hard copy of all relevant reports and documents.

2.03 DEMOGRAPHIC REVIEW & COMMUNITY PROFILE

Halff will utilize demographic data previously provided by the City for the parks master plan, which may include Census, ESRI, and Lawton Metropolitan Planning Organization (LMPO) data. This data will be used to develop a community profile that will include the demographic and economic patterns and preferences of the community. This profile will serve as the basis for future phases of the project. The community profile shall include:

- Current population;
- Future growth forecasts and build-out projections as provided by the City; and,
- Typical population profile, including sex, age, ethnicity, income and education.

Product: Halff shall review information, as provided by the City, and prepare the community profile to be incorporated into the final report.

Number of meetings: None.

Items provided by City of Lawton: The City has provided population information (in digital form if available), including existing population by Census tracts, population estimates and

projections, and demographic characteristics. If data is not available, Halff will use the most current Census Bureau and LMPO data.

3.00 STAKEHOLDER ENGAGEMENT

3.01 LAKE MASTER PLAN STEERING COMMITTEE MEETINGS

The Steering Committee will be an advisory body intended to guide the outcome of this project, provide intermediary reviews of concepts and broad recommendations, and help ensure the plan aligns with the goals of the community. The Steering Committee is intended to be made up of the Land and Lakes Commission, City of Lawton staff (interdepartmental if desired) and key stakeholders that help shape lake recreation and development in Lawton. This task includes up to three (3) meetings, as follows:

- **Kick-Off Meeting (1).** Initially, Halff will meet with the Committee to introduce the team, describe the master planning process, and conduct a visioning work session. This meeting will occur during the Visioning Event at the beginning of the project.
- **Recommendations Review Meeting (1).** Halff will meet with the Committee to present findings of the needs assessment, public engagement results, and preliminary recommendations. The Committee will be asked to provide input on priorities and goals.
- **Final Review Meeting (1).** Halff will present the Final Draft of the Lake Master Plan to the committee and receive comments.

Product: Halff shall prepare presentation materials for meetings and summarize meeting comments.

Total number of meetings: Three (3) in-person meetings.

Items Provided by City of Lawton: The City shall assemble the Steering Committee, invite Committee members to meetings, and ensure their attendance. City staff is also expected to attend meetings.

3.02 STAKEHOLDER FOCUS GROUP MEETINGS WITH KEY ENTITIES

During a (1) one-day visioning event, Halff will meet once with key community representatives, present the process of the Master Plan, and facilitate visioning sessions. Halff will conduct a maximum of two (2) focus group meetings (up to 1.5 hours in duration per each) with a combination of key stakeholder groups or organizations collectively for input.

Key stakeholders may include:

- * Adjacent City Park Departments;
- * U.S Fish & Wildlife Service (Wichita Mountains Wildlife Refuge)
- * Town of Medicine Park
- * Key community leaders or recreation providers as recommended by City Staff;
- * Lawton Fort Sill Economic Development Corporation;
- * Fort Sill;

- * Arts/Historic/Culture/Beautification Committees;
- * Lakes and Land Commission;
- * Chamber of Commerce;
- * Convention and Visitors Bureau;
- * Sportsman Organizations;
- * Business Owners and Developers; and
- * Homeowner Associations.

Product: Halff shall prepare a summary of findings and comments made during meetings.

Total number of meetings: Three (3) meetings conducted consecutively during the one-day visioning event.

Items Provided by City of Lawton: The City shall make recommendations for the stakeholders' representatives and persons to be included in the meetings; set up meetings consecutively during the (1) one-day visioning event; and attend meetings as desired or appropriate.

3.03 VISIONING MEETING WITH ELECTED AND APPOINTED OFFICIALS

During the three-day visioning event, Halff will meet in a joint meeting session with the City Council and Parks and Recreation Commission.

- A. This meeting with elected and appointed officials will be in the format of visioning work session discussion.
- B. Halff will prepare exhibits and presentation for the visioning session.
- C. Halff will prepare written summary of key items discussed during workshops.

Product: Halff shall prepare a summary of findings and comments made during the visioning meeting.

Total number of meetings: One (1) joint meeting.

Items Provided by City of Lawton: The City shall set up the meeting; and attend meeting.

3.04 ESTABLISH GOALS AND OBJECTIVES

- A. Halff shall compile a preliminary list of key parks and recreation long-term goals and objectives for the Parks system to serve as a framework for modification by staff and the citizens of Lawton.
- B. These goals may be based on previous Parks Commission policy statements, department staff mission statements and goals, Council visioning statements, and the results of visioning meetings during the three-day visioning event attended by citizens, staff, and elected officials.
- C. Halff will review the goals and objectives with City staff and modify as appropriate per comments received.

Product: Halff shall prepare a preliminary written list of goals and objectives for staff review and discussion with Halff during a conference call.

Number of meetings: One (1) conference call meeting

Items provided by City of Lawton: The City shall provide previous Council, Parks Commission, and staff goals and objectives, policy statements, etc. The City shall review and comment on revised version of goals and objectives.

4.00 LAKE RECREATION TOURISM ASSESSMENT & MASTER PLANS

4.01 REVIEW OPERATIONS

Review pertinent information regarding Lakes Lawtonka and Ellsworth camping or related operations, staff, budget, marketing/development and strategic analysis of City of Lawton and other planning activities focusing on facilities and activity at the two lakes. Prepare an inventory of City-owned land, commercial, and any other recreation camping and activity areas. Segment information into sections pertaining to each lake.

Products: Summary information to incorporate into master plan document.

Number of meetings: None.

Items Provided by City of Lawton: Provide existing data related to camping operations at the two lakes.

4.02 ANALYZE MARKETS

Perform a segmentation of potential Lake camping and other visitors by location, based on the data available; then prepare a demographic analysis of camping primary market areas. Distinguish between the two lakes to the extent pertinent. This will provide a baseline for future attendance and revenue projections. Demographic factors will include, but not be limited to:

- Age
- Family status/composition
- Income
- Education
- Distance to Lawtonka and Ellsworth

Review travel and tourism data for Oklahoma, as available from the Oklahoma Recreation and Tourism Department. Also analyze any camping and related data they can provide.

Analyze data from OmniTrak of visitors to Oklahoma, available from Dean Runyan Associates files, on visitor demographics, activities and expenditures. Focus to the extent data allows on camping visitors.

The information from the above sources will be used to describe the priority segments of the Lawton market for lake-oriented recreation, establish trends in market size and

characteristics, and provide baselines for implementation of master plan components. Distinguish between the two lakes to the extent possible.

Product: Summary of potential market area demographics.

Number of meetings: One (1) conference call to review findings.

Items Provided by City of Lawton: Review summary findings.

4.03 ANALYZE COMPARABLE FACILITIES

Identify and analyze a selection of comparable lake-oriented camping, lodging and recreation facilities in Oklahoma, gathering information on:

- Attendance, including origins and trends
- Pricing (admission, campsite, cabin, etc.)
- Revenue, by source and trends
- Staffing
- Trending activities and attractions, responses by visitors
- Marketing programs

The camping/recreation facility selection will be made early in the project, and will focus on Oklahoma and, if appropriate, immediately adjacent states. Any contacts will be by telephone, augmented with data from commercial sources.

Product: Charts and tables to be incorporated into the final master plan report.

Number of meetings: None.

Items Provided by City of Lawton: None.

4.04 PREPARE REVENUE FORECASTS

Working with development and land management scenarios prepared for this project, prepare forecasts of revenue associated with admissions, campsite/cabin rental, parking, concession revenue, special events, recreation fees, food/beverage, retail and education programs, plus any other significant sources. These projections will be based in part on a forecast of admissions and activities, augmented with assumptions regarding pricing.

Separate preliminary forecasts will be prepared for each lake, representing development scenarios for each. Once a development approach is selected for each lake, final projections based on the preferred scenario will be prepared for purposes of the plan report.

Products: Revenue forecasts for Lake Ellsworth and Lake Lawtonka.

Number of meetings: None.

Items Provided by City of Lawton: Review of revenue forecasts.

4.05 PREPARE PROFORMA OPERATING BUDGET

Proforma budgets for facilities and activities at each lake will incorporate revenue projections, staffing projections, and projections of administrative, fee collection, building and other maintenance, event, education and operating costs. The budgets can be structured in terms of several points in time, perhaps to correspond to recommended phases of plan implementation, or on an annual basis.

Products: Proforma budget for Lake Ellsworth and Lake Lawtonka.

Number of meetings: None.

Items Provided by City of Lawton: Review of proforma budget.

4.06 FACILITY DEVELOPMENT AND OPERATIONAL RECOMMENDATIONS

Recommendations for each lake will include:

- Activity and revenue priorities
- Price and other positioning of camping and cabin facilities
- Revenue-oriented aspects of facility design and phasing
- Recreation activities and priorities
- Consideration of seasonality

Products: Summary of recommendations to be incorporated into final master plan report.

Number of meetings: One (1) conference call to review draft recommendations.

Items Provided by City of Lawton: Review of draft recommendations.

4.07 LAKE USER SURVEY

Halff will develop and prepare a two (2) page online survey for lake users to be administrated only online. The survey will capture user demographics, use types and other information to aid in the programming of each lake. The dissemination of the survey's web link will be the responsibility of Halff and the City of Lawton.

Products: One (1) online survey and tabulation of results/responses

Total number of meetings: None

Items Provided by City of Lawton: Dissemination of the survey's web link

4.08 SITE INVESTIGATION & BASE MAP PREPARATION

Halff will identify opportunities and constraints for Lake Lawtonka (+/- 2,325 ac. lake AND +/- 19.2-mile shoreline area) and Lake Ellsworth (+/- 5,600 ac. lake AND +/- 53.5-mile shoreline area). As part of the process, Halff will:

- F. Compile digital information identified during data gathering exercises into a base map for use during planning and charrette activities. This base map will illustrate information such as locations of streets; topography; drainage ways, water courses, conservation pool, parcels available for development, wildlife or Environmentally

Sensitive Areas (ESA).

- G. Initiate and coordinate site investigation studies related to the topography of the site, hydrology / drainage; utilities; vegetation areas, land use/zoning; and concept plan impacts. The impacts and opportunities that result from these studies will be documented for use in the conceptual development plan.
- H. Analyze transportation and pedestrian access issues involving the project site and identify impacts and improvements required to existing and proposed transportation systems that will allow the project area to function as desired.
- I. Analyze water, sanitary sewer and hydrology issues involving the project area and identify the impacts and improvements necessary as a result of those studies.
- J. Prepare a Site Analysis map and summary that graphically illustrates the existing man-made and natural systems and conditions on the project site and depicts the obstacles and opportunities available.

Products: One (1) Base Map for the overall Lake Lawtonka area, One (1) Base Map for the overall Lake Ellsworth area

Total number of meetings: None

Items Provided by City of Lawton: Review and comment as appropriate.

4.09 PLANNING CHARRETTE & PROGRAMMING

Collaborative planning and design activities with the City, design team and stakeholders will be used to determine the direction the program and planning activities for each lake should take.

A. Goals and Objectives

Develop a preliminary list of goals and objectives for the overall Lake Lawtonka and Lake Ellsworth Site Concept Plans. Each lake has its own unique personality and the goals and objectives established will serve as the framework for the development of scenario concept plans for each lake.

B. Planning Charrette/Workshop

Halff will meet with key personnel from the City of Lawton, Lakes and Land Commission and other stakeholders identified by the City that may be impacted by the Lake Lawtonka and Lake Ellsworth Scenario Concept Plans and from whom support for the implementation of the plans may be required.

- Halff will conduct a one (1) day Planning Charrette/Workshop to gather input and perceptions of issues related to Lake Lawtonka and Lake Ellsworth. This will allow input on use, perception and potential development, review and

comment by the City of Lawton, Lakes and Land Commission and other stakeholders identified by the City to gain support for the Scenario Concept Plans.

- Planning Charrette/Workshop will be held in location selected by the City of Lawton

C. Programming

Halff will develop a preliminary program for the proposed Lake Lawtonka and Lake Ellsworth Scenario Concept Plans. The types of elements, space requirements, access and special needs will be noted. Program elements may include:

- Bicycle & Walking trails;
- Concessionaire types/venues;
- Boat Launch/Marina/Fishing Piers;
- RV & Primitive Camping areas;
- Recreation Activities;
- Public Access;
- Roads and Parking;
- Operational needs for maintenance;
- Access requirements; and
- Environmentally Sensitive & Wildlife Management Areas.

D. Summary Report

Halff will prepare a report that summarizes Planning Charrette/Workshop and programming activities. The Summary Report will establish a base level of facilities, activities and programs the City desires at each lake. Once established this will serve as the project program that the Planning Team will use for the remainder of the planning activities on the project.

Products: Development of program items, attend and facilitate the Planning Charrette/Workshop, Summary Report.

Number of meetings: One (1) day Planning Charrette/Workshop.

Items Provided by City of Lawton: The City shall provide the location of the Planning Charrette/Workshop, attend the meeting and approve the goals, objectives & program items.

4.10 SCENARIO DEVELOPMENT

At the mid-point design charrette (see Task 4.09), the primary purpose will be to develop three scenario concepts each for Lake Ellsworth and Lake Lawtonka. The anticipated scenarios will be:

- **Low-Impact:** focus on enhancing existing amenities; activities would remain generally passive.

- **Moderate-Impact:** focus on adding moderate active amenities such as water activities.
- **High-Impact:** focus on active recreation uses, such as adventure activities.

Products: Three (3) scenario sketch concepts for both lakes.

Number of meetings: One (1) design charrette (consistent with Task 4.09).

Items Provided by City of Lawton: Participate in charrette activities and provide feedback on the draft scenario concepts.

4.11 PREFERRED SCENARIO REFINEMENT

Once the three scenarios for each lake have been developed, Halff will work with staff to refine the concepts into a final preferred scenario for each lake. The scenarios will include information on recommended programming and areas to be developed or preserved around each of the lakes.

Products: One (1) final scenario concept for both lakes.

Number of meetings: One (1) conference call with City staff to discuss scenario refinement.

Items Provided by City of Lawton: Participate in discussions regarding the preferred scenario for each lake.

4.12 LAKE MASTER PLAN

The final illustrative master plan will include the proposed site uses and programming for each of the two lakes. An accompanying descriptive summary will be developed that describes the proposed site uses and programming for the two lakes.

Additionally, a summary of each lake master plan will also be created to serve as an appendix in the overall Parks, Sports & Recreation, Trails and Open Space Master Plan.

Products: Illustrative master plan and descriptive summary for each lake; summary of Lake chapter in overall master plan document.

Number of meetings: None.

Items Provided by City of Lawton: Review the master plan summary information for each lake.

5.00 IMPLEMENTATION PLAN

5.01 IMPLEMENTATION AND ACTION PLAN

A. Halff shall prepare an Implementation Plan for the Lake Lawtonka and Lake Ellsworth Master Plan illustrating the components that are recommended. This plan will include five key elements:

1. **Short-range improvements** to meet immediate needs.

2. **Long-range improvements** to meet population growth, enhance the parks system, and meet the needs of City administrative staff.
 3. **Prioritization of improvements**, to fund most critical projects first, based on demonstrated need, with less critical components being incorporated as funding allows.
 4. **Funding strategies** to provide predictable funding resources for the proposed improvements.
 5. **Program modifications** and improvements to address key recreation needs and deficiencies.
- B. Halff shall prepare a master plan that will describe the recommended improvements in the following main categories:
- Existing and New Aquatic and Indoor Recreational facilities;
 - Existing parks;
 - Land acquisition needs;
 - New facility development; and.
 - Trail development.
- C. Halff shall prepare an Action Plan Schedule for the recommended plan components.
- * Develop a 5-year incremental funding level analysis to implement the Master Plan. (Action and Expenditure Plan).
 - * Use a 5-year short-range time frame, and a 20-year long-range time frame.

Product: Halff shall prepare prioritization of recommended improvements, an Action Plan in table format, and an implementation plan in written format.

Number of meetings: One (1) conference call meeting to review the draft action plan.

Items Provided by City of Lawton: The City shall provide current and past citywide and Park Department budgets (for past three years); provide records of past grants and other non-city funding sources; and review Implementation and Action Plan.

5.02 COST ESTIMATES

Halff shall:

- Prepare planning-level cost estimates for key components of the Lake Lawtonka & Lake Ellsworth Master Plan
- Use previous bids, current contractor costs where available, or other locally based estimates;
- Include estimates for maintenance costs for new facility improvements;
- Use an average dollar amount per acre for land acquisition; and,
- Include cost ranges for proposed improvements, and identify key assumptions and items included in each estimate. Include contingencies that are appropriate for concept level estimates;

Product: Halff will incorporate the results of the cost estimates in the Implementation Plan.

Number of meetings: One (1) conference call meeting to review costs.

Items Provided by City of Lawton: The City shall review estimates and comment as appropriate.

6.00 REPORT PREPARATION & FINAL PLAN ADOPTION

6.01 REPORT PREPARATION, REVIEW, AND APPROVAL

A. Halff shall combine the information compiled in each of the preceding tasks into a Final Report. Halff will assist in reviewing the report with City staff, the Steering Committee, Boards, and City Council. Elements in this task will include:

- * Preparation of Report and Submittal of electronic (PDF format) draft to staff for review.
- * One (1) work session with parks and recreation staff.
- * Revisions based on comments received, and preparation of a revised draft report in electronic (PDF) format.
- * Briefing presentation and work session with the Master Plan Steering Committee.
- * One (1) briefing presentation and work session with the Parks Commission.
- * One (1) briefing presentation and work session with the City Council.
- * Revisions based on comments received, and preparation of a final report in electronic (PDF) format.
- * One (1) presentation of the final master plan to the City Council for consideration of approval.

Product: Report final product shall be in an Adobe format (InDesign/Illustrator) that can be edited by the City. Halff shall prepare electronic (PDF format) draft reports.

Number of meetings: Halff will attend a total of four (4) meetings during the approval process, plus one (1) meeting with the Master Plan Steering Committee.

Items Provided by City of Lawton: The City shall review draft reports, set up meetings and agenda items for review and approval of master plan, and distribute electronic or hard copies of the report to staff, the Master Plan Steering Committee, Boards, and City Council, as outlined above.

6.02 MASTER PLAN REPORT

Halff shall produce a high-resolution, full-color digital (PDF format) original of the Master Plan Exhibits, Maps and Executive Summary for use in immediate printing as part of this contract, as well as future printing and digital publication by the City of Lawton. Halff shall prepare two (2) printed and bound color copy of the Master Plan and all electronic files.

Product: Halff shall provide a high and mid-level digital original of the Master Plan (PDF format) and print up to two (2) color copies.

Number of meetings: None.



Items Provided by City of Lawton: The City shall perform a final review of the document and approve final reproduction.

END OF EXHIBIT 'A'

EXHIBIT 'B'
PROPOSED FEE SCHEDULE

City of Lawton Lake Lawtonka & Lake Ellsworth Master Plan



BASIC SERVICES

Planning services as described in Exhibit A will be provided by Halff Associates Inc. on a lump sum basis, with an authorized lump sum contract fee of **\$146,495** for the Lake Lawtonka and Lake Ellsworth Master Plan. The lump sum fee includes compensation for document copying, printing, mileage and associated expenses necessary for the planning effort.

PHASE	FEE
1.00 – Project Administration	\$ 15,450
2.00 – Project Understanding	\$ 8,575
3.00 – Stakeholder Engagement	\$ 17,965
4.00 – Lake Recreation Tourism Assessment & Master Plan	\$ 101,335
5.00 – Implementation Plan	\$ 7,035
6.00 – Report Preparation & Final Plan Adoption	\$ 10,100
Subtotal Tasks 1-6	\$ 142,495
Reimbursable Expenses	\$ 4,000
Grand Total	\$ 146, 495

ADDITIONAL SERVICES

Should the need arise for additional services, including meetings, Halff can provide such services on an hourly basis and/or agreed upon fee.